



## CAREER CLIPS: APRIL 2025



### You're Almost There

As the academic year concludes, please take note of the following:

- **3L Employment Reporting:** ABA accreditation requires us to report graduate employment. If you are a 3L, complete the employment survey in POKES as you confirm your post-grad plans or visit Kristin or Michell to provide your information. Once reported, stop by to claim your free gift!
- **Public Service Loan Forgiveness (PSLF):** If you plan to work in government or nonprofit sectors, you may qualify for PSLF. Visit the [official PSLF website](#) or [AccessLex](#) for details.
- **Bar Application Notarization:** Tim, Lisa, and Michell are available for notarization. The Wyoming Bar application deadline is **April 18th**. Related resources are in the POKES [Resource Library \(Bar Application and Exam Information\)](#).

We appreciate your cooperation!

### Resources

[Public Policy Deadlines](#)

[Government Honors Deadlines](#)

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

*Your CSO Director*

**Kristin Lanouette**

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Schedule an  
appointment in  
[POKES!](#)





# First Job Jitters:

## How to Nail the First Impression

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### 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](#)!



# Salary Negotiation: 9 Mistakes to Avoid

by Tiffany Cheng

## #1 Not negotiate and assume that the company will do the right thing.

You have the same goal as the recruiter because they want you to take the job, and you would like to have the job.

## #2 Discuss the salary too early.

Don't reveal what you will accept early in the recruiting process.

## #3 You bring it up too early

The best time to discuss salary is at the time when you get the offer.

## #4 Lack of research.

Research your market value based on your competence and experience. ([glassdoor.com](https://www.glassdoor.com))

## #5 Focus on your own needs.

It's about the value you bring and the market research you've done.

## #6 Only negotiate the salary.

Review the entire compensation package.

## #7 Neglect the terms of the employment agreement.

## #8 Taking the salary negotiation too personally.

Be professional and don't burn your own bridges.

## #9 Over-negotiating and asking for too many changes in the counteroffer.

# Recent Job Postings

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

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### **1Ls:**

Law Clerk Extern - CO Judicial Department - Colorado Springs, CO  
Apply by 4/18/25

### **1Ls & 2Ls:**

Virtual Extern, Animal/Environmental - Defend Them All Foundation  
Legal Intern/Extern - Raju Law - flexibility with schedule/location

### ***ROCKY MOUNTAIN REGION***

Intern - Slow and Steady Law Office, PLLC - Saratoga, WY

Legal Intern - City of Brighton, CO

Civil Litigation Intern - Tucker Holmes, PC - Centennial, CO

Apply by 4/15/25

Legal Research Extern - CO Access to Justice - Remote/Hybrid

Apply by 4/30/25

Rural Legal Intern - CO Access to Justice - Various Locations

Apply by 4/30/25

### ***OUTSIDE THE REGION***

PT Summer Legal Technology Intern - Legal Aid Services - Boise, ID

Externship - AK Office of Public Advocacy - Anchorage, AK

(Civil Litigation Section)

Law Clerk - Vergara Miller Law Firm - Salt Lake City, UT

Apply by 4/13/25

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### **2Ls:**

### ***ROCKY MOUNTAIN REGION***

Judge Anthony Johnstone - Missoula, MT

Apply by 6/13/25

Judge Kelly Rankin (2 openings) - Cheyenne, WY

Apply by 6/13/25

Judge Scott Skavdahl - Casper, WY

Apply by 6/27/25

Judge Sidney Thomas - Billings, MT

Apply by 6/30/25

Judge Scott Varholak - Denver, CO

Apply by 9/30/25



# Recent Job Postings Continued

## 2Ls Continued:

### ***OUTSIDE THE REGION***

Externship - Municipality of Anchorage, AK

Oregon Supreme Court/Court of Appeals - Salem, OR

Apply by 8/18/25

## 3Ls:

### ***ROCKY MOUNTAIN REGION***

Judge Colette B. Davies - Billings, MT

Apply ASAP

Judge Christine M. Arguello - Denver, CO or Remote

Apply ASAP

Attorney - Olsen Legal Group - Cheyenne, WY

Attorney - WY Office of the Public Defender - Sheridan, WY

Attorney - WY Legislative Service Office - Cheyenne, WY

Legal Program Staff Attorney - WCADVSA - Laramie, WY

Public Defenders, Practicing Attorneys - Various Locations in WY

Litigation Associate Attorney - Tucker Holmes, PC - Centennial, CO

Apply by 4/15/25

Deputy District Attorney I - Weld County DA's Office - Greeley, CO

Apply by 4/30/25

Judge Susan Prose - Denver, CO

Apply by 8/30/25

Judge Maritza Braswell - Colorado Springs, CO

Apply by 9/5/25

### ***OUTSIDE THE REGION***

Superior Court Judges - Fairbanks, AK

Apply ASAP

Judge Teresa K. Kim-Tenorio - Saipan, Northern Mariana Islands

Apply ASAP

Deputy Prosecuting Attorney - Kootenai County - Coeur D Alene, ID

Special Projects Attorney - ASCHR - Juneau, AK

Torts Attorney - Alaska Department of Law - Anchorage/Juneau, AK

Assistant District Attorney - AK Department of Law - Bethel, AK

Apply by 4/5/25

Attorney - Brown Gren Abraham & McCracken, LLC - Scottsdale, AZ

Apply by 4/14/25

# Upcoming Events

- ⇒ Wyoming Public Defender's Office Info Session  
Lunch Provided  
4/1/25, Room 178, 12:30pm
- ⇒ Law Practice Insights for Young Lawyers  
4/7/25, Room 182, 3:00pm  
(also offered virtually)
- ⇒ Navigating the Clerkship Process: Judicial Perspectives from the Arizona Court of Appeals  
4/10/25, Virtual, 12:30pm
- ⇒ 2025 Solo, Small & Rural Law Forum - FREE for law students - register online  
4/17/25, Room 178, 3-5pm  
4/18/25, Room 178, 8-2:30
- ⇒ Western Tri-State Prosecution Team Career Fair  
4/19/25, 9:00am-4:00pm  
Denver, CO - register online
- ⇒ Judge Gregory Phillips, Tenth Circuit Court of Appeals  
4/24/25, Room 182, 5:30pm  
Catered reception to follow.
- ⇒ NCJFCJ: From Bar to Bench - Building Better Responses to Domestic Abuse  
—Register Online—  
5/1/25, Virtual, 11-12:30
- ⇒ Loyola Patent Law Virtual Interview Program  
Register by April 14th  
6/5-6/25, Virtual



## 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 2025!



Fill out your Employment  
Survey through [POKES](#)!

## Recent Job Postings Continued

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### 3Ls Continued:

#### ***OUTSIDE THE REGION CONTINUED***

[Associate Attorney](#) - Tessmer Law Firm, PLLC - San Antonio, TX

Apply by 4/14/25

[Associate Attorney](#) - Donaldson Stewart, PC - Chandler, AZ

Apply by 4/16/25

[Attorney](#) - Fremstad Law - Fargo, ND

Apply by 4/25/25

[Associate Attorney](#) - C.R. Wannamaker Law - El Paso, TX

Apply by 4/28/25

[Law Clerk/Staff Attorney](#) - Fifth Judicial Dist. Court - Twin Falls, ID

Apply by 4/30/25

[Associate Attorney](#) - Vidaurri Rodriguez & Reyna - Edinburg, TX

Apply by 5/2/25

[Judge William T. Montgomery](#) - Bethel, AK

Apply by 5/2/25

[Attorney](#) - Guymon Law - Scottsdale, AZ

Apply by 5/7/25

[Judge R. William Hancock](#) - Twin Falls, ID

Apply by 8/11/25

[Judge Romano DiBenedetto](#) - Nome, AK

Apply by 8/31/25

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

*good luck*  
**ON FINALS**