



Using USAJOBS.gov for your Federal Government Job Search

In addition to the specific legal hiring programs and opportunities listed in the Government Honors and Internship handbook and on agency websites, many government agency opportunities, including law clerk, internship, and post-graduate positions, are listed on USAJOBS.gov, the federal government job posting and application website. However, these positions are mixed in with lateral openings and may be difficult to identify.

The first step to using USAJOBS.gov is to create an account. Doing so allows you to save searches, create and upload multiple versions of your resume, upload application materials, and track the status of your applications.

After creating your account, start exploring the available opportunities. To identify entry-level opportunities:

- After logging in, click on the Search icon in the upper right. Without entering a keyword or location, click the blue “Search” button, which opens the advanced searching function.
- In the search bar, you can enter a keyword that relates to the job title or agency, or a specific “Occupational Series” code.
 - Recommended keywords: attorney; law clerk; examiner/examining; analyst; claims; specialist; compliance; hearings; appeals
 - Occupational Series codes:
 - 0904 -- Law Clerk
 - 0905 – Attorney (for general legal positions)
 - 1222 – Patent Attorney (for patent law positions)
 - Other legal or quasi-legal Occupational Series codes include:
 - 0526 – Tax Law Specialist
 - 0935 – Administrative Law Judge
 - 1102 – Contract Specialist
 - 0998 – Claims Assistant and Examining
 - 0996 – Claims Examining, Veterans

- 0991 – Claims Examining, Worker’s Compensation
 - 0963 – Legal Instruments Examiner
 - 0347 – GAO Analyst
 - 0340 Program Manager (include ethics positions)
- Enter a location, if you wish to limit your search to a specific geographic location.
- Apply any relevant filters under the “Top Filters” menu on the right:
 - Hiring Path: use these filters to apply any criteria that may be relevant to you, including indicating that you are a veteran.
 - Department or Agency
 - Grade: entry-level attorneys/law clerks are usually hired at a GS-9, 10 or 11.
 - Series: use these filters to limit your search to specific a occupational series (see list above).
- Click on “Additional Filters” to apply more filters.
 - Work Schedule: use this filter to limit your search to full-time positions
 - Appointment Type: use this filter to limit your search to permanent positions.
 - Under “Student,” you can also filter for internships or for positions in the Recent Graduates program
- You can also save your search by clicking the save option at the top of the search results.

Searching for Specific Programs

To search for positions that are part of the Pathways program, either internships or positions part of the Recent Graduates Program, search using keywords “Pathways” or select “Recent Graduates” under the “Appointment Type” filter. Note that, because these programs are not only for students enrolled in or graduating from law school, you should *not* include the “0905 – Attorney” occupational series when searching by these keywords. You can and should use other search parameters, including keywords related to your field of interest, specific agencies, and/or locations.